

## 17<sup>th</sup> Circuit Court – Specialized Business Docket Cases

### ***Steps for Specialized Business Docket eFiling***

1. Attorney's P-Number must be registered with the Circuit Court Clerk at (616) 632-5480.
2. Once you have your P-Number registered you must file an appearance. *Note: A document is not required for a Specialized Business Docket appearance, simply fill out the online form.*
3. Once you have filed the appearance, you can then [go back to the login page](#) and submit other filings.
4. If successfully filed, an email confirmation of the filing will be sent to the attorney and assistant email addresses on file. Once accepted by the Judge's office, attorneys and assistants for all primary defendant and plaintiff parties will receive a confirmation email including a copy of the newly accepted .pdf document.

### ***FAQ's***

#### **Where can I access the Register of Actions in a case?**

[17th Circuit Court Name Search](#)

#### **How much does it cost to eFile a Specialized Business Case?**

Filing fees are the same as for other Circuit Court Cases:

Type of Filing	Filing Fee
Debtor's Exam	\$15.00
Discovery Subpoena	\$15.00
Jury Demand	\$85.00
Motion	\$20.00
Writ of Garnishment	\$15.00

A nominal convenience fee also applies.

#### **How do we pay for the filings?**

If there is a charge associated with the filing, you will be prompted during the process for payment using either a Mastercard or Visa credit card.

#### **What file type is acceptable?**

Only .pdf files are accepted.

#### **What size can the .pdf file be?**

The .pdf file should not be any larger than 4MB.

#### **What is an acceptable name for my .pdf file?**

File names should not contain special characters or spaces.

**Acceptable Format:** SmithMotion01012013.pdf

**Unacceptable Format:** Smith Motion for Jan.1,2013.pdf

**Can I attach more than one file at a time?**

No - all documents for a single filing (for example, a motion & exhibits) must be combined in to one .pdf file.

**What is the cut-off time to file documents?**

The cut-off time for submitting a file is 11:59:59pm on the filing deadline date

**Can we have more than 2 people copied on the confirmation emails?**

No, the database is set up so that only the attorney and the assistant can receive the confirmation emails.

**What is the procedure for changing the email address for confirmation or removing someone from receiving email confirmations that is no longer on the case?**

Login at <https://www.accessKent.com/SBDFiling/SBDCaseLogin.jsp>. You will need your email address, your password and the case number.

## 17TH CIRCUIT COURT - SPECIALIZED BUSINESS DOCKET FILING

[FORGET YOUR PASSWORD?](#)

Please login with your user name, password and case number to view all case information.

### Specialized Business Docket Case Login

Email

Password

YY  XXXXX

Once logged in, **the page defaults to all documents accepted for the specified case.** Click the “View/Edit Attorney Info” link at the top of the page.

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[EDIT/VIEW ATTORNEY INFO](#) / [LOGOUT](#)

**Are all parties sent notice of filing?**

All defendant and plaintiff attorneys of primary parties for a case are copied on email notifications, once a document is approved by the judge.

**I received notice that I need to eFile my case through the SBD application and I am not and do not have an attorney. How do I eFile if I do not have a P Number?**

If you do not have an attorney and are not one, you will need to file as an In Pro Per. Contact Judge Yates’ office for assistance, (616) 632-5026.